

**City of Grant
City Council Agenda
May 1, 2012**

The regular monthly meeting of the Grant City Council will be called to order at 7:00 o'clock p.m. on Tuesday, May 1, 2012, in the Grant Town Hall, 8380 Kimbro Ave. for the purpose of conducting the business hereafter listed, and all accepted additions thereto.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **APPROVAL OF REGULAR AGENDA**
4. **APPROVAL OF CONSENT AGENDA**
 - A. April 3, 2012 City Council Meeting Minutes
 - B. Bill List, \$36,850.18
 - C. Brochman Blacktopping, Pothole Repair, \$26,197.00
 - D. Indian Hills, Camp Odayin, Gambling Exempt Permit, June 18, 2012
 - E. Resolution No. 2012-05, Gambling Premises Permit, Big T Windy Acres
5. **PUBLIC COMMENT**
6. **STAFF REPORTS**
 - A. City Engineer, Phil Olson
 - i. School District Update
 - ii. April Staff Report
 - B. Interim City Planner, Paul Hornby
 - i. Ordinance No. 2012-27, Amendment to Chapter 32, Article III, Section 32-24991) of the Zoning Code Pertaining to the Height of Permitted Structures
 - ii. Resolution No. 2012-04, Summary Publication of Ordinance No. 2012-27
 - iii. Emergency Siren Location
 - C. City Attorney, Nick Vivian
 - i. April Staff Report
 - D. Building Inspector, Jack Kramer (report for April building activities)
7. **OLD BUSINESS**
 - A. Website Items, Mayor Carr
8. **NEW BUSINESS**
 - A. Public Comment Inquiries, Mayor Carr

- B. Goodview Avenue Project, Council Member Bohnen
- C. Gravel Budget Discussion, Council Member Bohnen
- D. City Planner RFP, Mayor Carr
- E. Demontraville Trail, Highway 36 Project Update, Council Member Bohnen

9. DISCUSSION ITEMS

- A. City Council Reports (any updates from Council)
- B. Staff Reports (any updates from Staff)
 - i. Ordinance Codification

10. COMMUNITY CALENDAR MAY 2 THROUGH MAY 31, 2012:

Planning Commission Meeting, Monday, May 21, 2012, Town Hall, 7:00 p.m.

11. ADJOURNMENT

ADDRESSING THE CITY COUNCIL

Persons wishing to address the Council on a subject which appears on the agenda must wait until the item is discussed by the Council. The procedure for consideration of an agenda item is (1) staff presentation; (2) presentations by petitioner or advisory bodies (if required); (3) Council motion and seconded to place the matter on the floor; (4) Council questions of staff and/or advisory body reports and discussion; (5) presentations from the audience; and (6) Council decision.

CITY OF GRANT
MINUTES

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DATE : April 3, 2012
TIME STARTED : 7:00 p.m.
TIME ENDED : 11:12 p.m.
MEMBERS PRESENT : Councilmember Bohnen, Fogelson, Huber, Potter
and Mayor Carr
MEMBERS ABSENT : None

Staff members present: City Attorney, Nick Vivian; City Engineer, Phil Olson; City Planner, and City Clerk, Kim Points

CALL TO ORDER

Mayor Carr called the meeting to order at 7:14 p.m.

PLEDGE OF ALLEGIANCE

SETTING THE AGENDA

Item 5A, Planning Commission Report was added to the regular agenda.

Council Member Potter moved to approve the agenda as amended. Council Member Bohnen seconded the motion. Motion carried unanimously.

CONSENT AGENDA

March 6, 2012, City Council Meeting Minutes	Approved
Bill List, \$37,710.67	Approved
GOI Bond of 2003 Payoff, \$11,906.52	Approved
City of Mahtomedi, 1 st Quarter Fire Contract, \$28,739.50	Approved

Council Member Huber moved to approve the Consent Agenda, as presented. Council Member Fogelson seconded the motion. Motion carried unanimously.

PUBLIC COMMENT

1 Mr. Bob Tufty, Jasmine Avenue, came forward and stated a burn ban has been put on the area. He
2 cautioned everyone not to do any burning other than very small recreational fires. The burn ban will
3 probably be in force until June.

4 Mr. Loren Sederstrom, 107th Street, came forward and stated the newsletter is out and it looks great
5 and the Road Commissioner is doing a great job on the roads. He noted volunteers offered to help
6 with the dry hydrant but they received no direction from the City Council.

7 Mr. Bob Englehart, Joliet Avenue, came forward and stated he has received no response from Council
8 Member Huber relating to the road referendum issue. He stated he would like a response on that
9 issue tonight. He asked why the Council can't be decent to volunteers and just say yes or no. He
10 stated he is afraid the same thing as the dry hydrant is going to happen with the emergency siren. The
11 Planning Commission ordinance was wrong on the website and some of it was changed and he does
12 not remember a public hearing on that.

13 Mr. Tim Mathieson, Maple Street, came forward and stated he has heard about the dry hydrant for
14 months now. He suggested the Council just direct the GRP to get the work done. The hydrant is very
15 important.

16 Mr. John Smith, 67th Lane, came forward and read some previous campaign promises and stated he
17 wants to talk about the referendum as there was some talk about it last fall. He read the definition of
18 a referendum and stated what is placed on the referendum should be supported by the whole Council.
19 It is now April and he has heard nothing about it and that is unfortunate as it deserves attention and
20 the road work has to be done. He stated he would like that discussion moved to the Planning
21 Commission for a recommendation to the Council.

22 Mr. Jerry Helander, 6261 Jasmine, came forward and stated he is always amazed at the effort put forth
23 by the Council PC and volunteers. The Planning Commission doing its own minutes to save some
24 dollars is not a good idea. That is the Clerk's job. There has been some concern that the Clerk does
25 not live in Grant but why should she. He read a statement from the League of Minnesota Cities
26 regarding this issue and state law prohibiting that requirement. The Clerk does a good job and he
27 hopes the PC reconsiders and puts that notion to rest.

28 Mr. Bill David, Keswick Avenue, came forward and thanked the Council for their work. He asked
29 support from the City for the parade, clean-up day and the picnic after, noting the picnic is not on the
30 website. He stated it is a good event and everyone is invited and should be involved.

31 Mr. Larry Lanoux, Keswick Avenue, came forward and stated Erin Brochovich is coming to Fridley
32 to address a super fund site there and in White Bear. He read a letter she wrote regarding vapor seals
33 and how they should not be used. He stated the question is if the City has any liability because if a
34 school is allowed to be built on a super site there could be serious safety and health issues in the
35 future. He advised he is working with the Governor to stop the school being built. The City may be
36 liable as we did not do our due diligence.

37 Mr. Wally Anderson, 80th Street, came forward and stated the final plat for the school seems like it
38 has been changed. The elevation also seems higher and he hopes the inspector is keeping an eye on
39 that.

40
41

1 **PLANNING COMMISSION REPORT, MARK WOJCIK**

2
3 Mr. Mark Wojcik, Vice Chair of the Planning Commission, came forward and distributed a letter
4 written by Chair Derosier. He stated he has been a member of the Planning Commission for about a
5 year and believes the PC can be a valuable tool to the City and City Council. He read the names of
6 the current members and stated they are a good group. He provided the key points of the letter to the
7 City Council noting the PC would like to bring forward recommendations. He read the issues the PC
8 would like to work on including the grading policy, job descriptions, complaint process, citizen
9 participation, updates to website and a joint work session with the City Council. He requested the
10 Planning Commission be built into the system and be early in the agenda.

11
12 Mayor Carr noted the letter from the Planning Commission would be reviewed and discussed later in
13 the meeting under New Business.

14
15 Council Member Huber stated he has not found anything recently to be sent to the Planning
16 Commission for review. The Council does get recommendations regularly from the Planning
17 Commission. He noted he thought the PC did a good job on the school project.

18
19 Commissioner Wojcik stated the PC is here to help and make Grant a better place. The PC can be an
20 effective and useful group working on various issues including job descriptions and developing a
21 policy relating to complaints.

22
23 Council Member Huber stated until a majority of the Council identifies deficiencies within City staff,
24 process or policy, there is nothing to send to the PC for review.

25
26 Commissioner Wojcik stated they are asking the Council to keep in mind there is a group here that
27 can things through and make the City better and allow for better decisions to be made.

28
29 **STAFF REPORTS**

30
31 **City Engineer, Phil Olson**

32
33 **Grading Permit Fee/Escrow Review**– City Engineer Olson reviewed the staff report relating to this
34 issue noting the current grading permit fees as well as surrounding communities. Based on the data
35 collected, the grading permit fee and escrow appear to be higher than surrounding communities but
36 still comparable. The permit fee and escrow could be reduced but doing so may cause enforcement
37 issues to be funded from the general fund. It is recommended that the permit be required for grading
38 quantities greater than 50 CY. He noted the City is taking a risk if a permit is issued with no site visit
39 to determine the impact of drainage.

40
41 Council Member Potter stated he would like to see this issue go the Planning Commission to work
42 with the City Engineer and make a recommendation to the City Council.

43
44 City Attorney Vivian stated a threshold for a permit needs to be determined and the Planning
45 Commission can discuss and recommend a threshold.

1 **Staff Report** – A report was provided for March 2012 City Engineering activities, to be placed on file
2 for review. City Engineer Olson noted information for the sign inventory replacement project can be
3 hosted on a webserver or a map could be generated to tie into the spread sheet. Each option would
4 take about three hours of staff time to set up.
5

6 City Engineer Olson also provided a brief update on the School District nothing they are working to
7 meet the requirements laid out in the CUP as well as obtaining permits from other agencies.
8

9 The Council requested another update on the School District be provided at the next Council meeting.
10

11 City Attorney Vivian noted the landscape escrow was submitted by the School District.
12

13 **City Attorney, Nick Vivian**

14
15 **ROW Discussion Relating to Placement of Emergency Siren**– City Attorney Vivian provided the
16 background on this issue advising staff needs direction regarding the potential placement of the
17 emergency siren. Work would have to be completed to determine if right of way exists in the
18 proposed location.
19

20 Council Member Fogelson advised there is a potential site but the easements and right of way issues
21 have to be known. He stated he is trying to meet with the resident but he has been out of town.
22

23 Mayor Carr stated he does need more information on the proposed site and he had previously asked
24 for that.
25

26 Mr. Larry Lanoux came forward and stated he does not know if a variance would be required. The
27 City should contact the property owner of where the best potential site is. He recommended the City
28 place the emergency siren on Mr. Englehart's property.
29

30 City Attorney Vivian advised the question is if the placement would be in the right of way or on
31 private property. That determination has to be made and confirmed because the property could be
32 sold so an easement would be required. He stated he also has to look into the variance issue.
33 Appropriate steps need to be taken to get the project completed correctly.
34

35 **Council Member Fogelson moved to send a proposed variance request for the emergency siren**
36 **to the Planning Commission. Council Member Huber seconded the motion.**
37

38 City Attorney Vivian stated the reason for a variance requested is if in fact, the emergency pole is
39 higher than 35 feet it would exceed the current ordinance. The City is bound to its ordinance. Staff
40 could accommodate the request and get it to the Planning Commission. The City could also look into
41 amending the current ordinance to exempt emergency siren poles.
42

43 **Council Member Fogelson amended the motion to have the Planning Commission review and**
44 **make a recommendation regarding an ordinance amendment to exempt emergency siren poles**

1 from the height restriction. Council Member Huber agreed to the amendment. Motion carried
2 unanimously.

3
4 Council Member Fogelson moved to place the emergency siren on Mr. Englehart's property
5 within an easement or the right of way based on staff research and a recommendation,
6 approved by a unanimous vote.

7
8 Council Member Fogelson advised he would continue to talk with the other property owner regarding
9 a potential site for the emergency siren.

10
11 **Staff Report** – A report was provided for March 2012 was provided to be placed on file for review.
12 City Attorney Vivian referred to the complaint process clarifying that complaints first go to zoning
13 enforcement. If there is no compliance, the complete would go to the City Planner. Complaints do
14 not go to the City Attorney immediately. He stated a couple of complaints were referred to him after
15 the City Planner resigned. The City's current complaint process has worked well. The City's code
16 does have some issues and it would be appropriate to send those to the Planning Commission for
17 review.

18
19 **Building Inspector, Jack Kramer** – A report was from Building Inspector Kramer was provided for
20 March 2012 to be placed on file for review.

21
22 **OLD BUSINESS**

23
24 **Website Items, Mayor Carr** – Mayor Carr asked for any updates needed on the City's website.

25
26 Council Member Bohnen stated there are two difference versions of the ordinances on the website.
27 When you do a search, you get the old ordinances.

28
29 Mr. David noted the picnic after clean up day should be posted.

30
31 Council Member Potter asked if the Clerk is updating the website. It was noted there were some
32 software issues and the software had to be reinstalled.

33
34 **NEW BUSINESS**

35
36 **Public Comment Inquiries, Mayor Carr** – Mayor Carr responded to the earlier public comments
37 noting the road referendum issue has not been on the agenda because a Council Member has not
38 requested that. The City Council does send things to the Planning Commission and all applications
39 do go through the Planning Commission.

40
41 Council Member Huber stated the grant for the dry hydrant was not lost. The City did get the grant;
42 the equipment was purchased and stored at the Fire Department until weather permitted installation.
43 He stated he was then replaced for Emergency Management and the project was not completed so the
44 grant was not provided. He noted he recently lost an email account so he could not obtain all his City
45 emails. The road referendum question was put out there to support a proposed revised road policy.

1 That policy has not been revised so a road referendum cannot be put forth at this point. He noted his
2 son does not play baseball at the Grant field and his kids do clean up their road frontage.

3
4 Council Member Fogelson stated the date for the grant application was missed. He stated he had
5 asked the GRP to help him last summer with the dry hydrant and he is working on getting that done
6 this spring. He stated the City needs to endorse the GRP Tractor parade and clean up day.

7
8 **Council Member Potter moved to endorse the Grant Restoration Project with the City Clean**
9 **Up Day and the Annual Tractor Parade. Council Member Fogelson seconded the motion.**
10 **Motion carried unanimously.**

11
12 Council Member Potter stated he views the PC as an excellent source for looking at the road policy
13 and the many options for funding that. He added that it may already be too late for a referendum this
14 fall.

15
16 Council Member Bohnen stated he needed to obtain more data and information after the road
17 meetings were held last year relating to a revised road policy. He stated he is currently taking road
18 counts and he agrees the road policy needs to be changed before a referendum is done. But more data
19 is needed and sending that to the PC right now would not be beneficial.

20
21 City Attorney Vivian stated the referendum question would simply entail support of increase in the
22 tax levy for road construction and maintenance. There is a lot of work that should be done before
23 there is a road referendum.

24
25 Council Member Bohnen stated at the last meeting it was mentioned the Clerks have always lived in
26 Grant. Out of the last five, four of them lived outside of Grant. He referred to the School District
27 comment and stated he did read the packet and he did attend the site visit. He stated he supports the
28 City Clerk attending the PC meetings if there is any application.

29
30 **Snow Plowing Contract, Council Member Bohnen** – Council Member Bohnen advised last year
31 the City entered into a one year contract with KEJ for snow plowing services. He requested Council
32 direction regarding renewing that contract.

33
34 City Attorney Vivian stated the City does have the authority to renew the contract.

35
36 **Council Member Bohnen moved to extend the current snow plowing contract for two more**
37 **years. Council Member Fogelson seconded the motion. Motion carried unanimously.**

38
39 **Cost Effective Overlays Neighborhood Notifications, Council Member Bohnen** – Council
40 Member Bohnen stated this issue came up in the road meetings last fall. There is a window of
41 opportunity for overlays and he requested Council direction regarding notifications to neighborhoods
42 from the City.

1 Mayor Carr stated the letter would have to include the scope of the project as well as an educational
2 type notification regarding the process. He suggested the possibility of having the particular
3 neighborhood notifications as an agenda item and perhaps informational meetings.

4
5 Council Member Bohnen advised he would identify six potential projects and have an information
6 meeting. He requested this item also be on the agenda next month.

7
8 **City Planning Services, Mayor Carr** – Mayor Carr advised the City Planner has resigned and the
9 City will be going out for RFP's. WSB has stepped in as the interim Planner.

10
11 **Mayor Carr moved to obtain RFP's for the City's planning services. Council Member Huber**
12 **seconded the motion.**

13
14 Council Member Potter stated he would like the city to work with WSB on potential planning
15 services. If the City does go out for RFP's, he would like the City to do it right and take time to draft
16 the RFP.

17
18 It was the consensus of the Council to review the Planner's job description at the next meeting and
19 then make a decision on the RFP. WSB will be the interim Planner.

20
21 Mayor Carr withdrew the motion and Council Member Huber withdrew the second.

22
23 **Planning Commission Letter to City Council, Mayor Carr** – Mayor Carr referred to the letter from
24 the Planning Commission and advised the Council does send items to the Planning Commission.
25 There just hasn't been anything recently and there have not been any applications. He stated he has
26 no problem sending things to the PC as long as the Council gives clear direction. He stated he
27 believes the City needs to be consistent and the Clerk should be at the PC meetings when there is an
28 application. Logistics would have to be discussed if the Clerk is not there and communication is key.

29
30 Council Member Fogelson stated he would like to utilize the Planning Commission for emergency
31 management projects, such as the utility map.

32
33 Council Member Bohnen stated he would like the Planning Commission to take a look at the
34 sealcoating route.

35
36 **Council Member Bohnen moved to have the Planning Commission help the Road**
37 **Commissioner designate a cost effective route for the 2012 Seal Coating project. Council**
38 **Member Fogelson seconded the motion. Motion carried with Mayor Carr voting nay.**

39
40 **Council Member Potter moved to have the Planning Commission review and make a**
41 **recommendation regarding the grading permit focusing on major and minor permits and**
42 **utilizing the City Engineer as a resource. Council Member Bohnen seconded the motion.**
43 **Motion carried unanimously.**

1 **Council Member Potter moved to have the City Clerk attend the Planning Commission**
2 **meetings. Mayor Carr seconded the motion. Motion carried unanimously.**

3
4 **Council Member Potter moved to have the Planning Commission look at the City's complaint**
5 **and communications protocol to citizens. Council Member Bohnen seconded the motion.**

6
7 Council Member Huber requested the current complaint process be documented and then have the PC
8 review specific recommendations from the Council.

9
10 City Attorney Vivian noted a Planning Commission does not generally get involved with
11 enforcement. Typically, a Planning Commission reviews land use issues and application.

12
13 **Motion carried with Mayor Carr and Council Member Huber voting nay.**

14
15 It was the consensus of the Council that the Planning Commission would look at the utility map at
16 some point in the future and keep an eye of the City's website. A joint meeting with the City Council
17 will be scheduled after the City has appointed a new Planner.

18
19 **120th Street and Imperial Frost Boil, Council Member Bohnen** – Council Member Bohnen
20 displayed pictures of the frost boil that recently occurred. He noted there are approximately 400 cars
21 a day on that road and the cost to fix the roadway to eliminate the frost boil would be about \$10,000.
22 H recommended the City not do the project at this time.

23
24 **DISCUSSION ITEMS**

25
26 **City Council Reports:**

27
28 Council Member Fogelson advised the newsletter has been mailed out.

29
30 Council Member Bohnen requested Council direction regarding the purchase of "Road Closed
31 Ahead" signs.

32
33 **Mayor Carr moved to approve the purchase of Road Closed Ahead signs. Council Member**
34 **Huber seconded the motion. Motion carried unanimously.**

35
36 Council Member Bohnen stated there is a neighborhood meeting next Monday regarding Goodview
37 Avenue. The meeting has been posted and Council Members are encouraged to attend. He noted
38 there are no updated dates on the codified ordinances and would like clarification on that.

39
40 **Staff Reports (any updates from Staff)**

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42
43 **COMMUNITY CALENDAR APRIL 4 THROUGH APRIL 30:**

44
45 **Clean Up Day, Saturday, April 14, 2012, 9:00 am to Noon (Rain Date 4/21/12)**
46

1 **Planning Commission Meeting, Monday, April 23, 2012, Town Hall, 7:00 p.m.**

2

3 **ADJOURN**

4

5 **There being no further business, Council Member Potter moved to adjourn at 11:12 p.m.**
6 **Council Member Huber seconded the motion. Motion carried unanimously.**

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9 These minutes were considered and approved at the regular Council Meeting May 1, 2012.


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14 _____
Kim Points, City Clerk

_____ 
Tom Carr, Mayor

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Date range: 04/01/2012 to 04/25/2012

Vendor	Date	Check #	Total	Description	Void	Account #	Detail
Payroll Period Ending 04/30/2012	04/23/2012	11694	\$2,587.58		No	100-41101-100	\$2,587.58
David's Consulting	04/23/2012	11695	\$1,950.00	Roadside Services/Tax	No	100-43114-300	\$1,950.00
Xcel Energy	04/23/2012	11696	\$245.68	Utilities	No	100-43004-381 100-43010-381 100-43117-381	\$86.48 \$83.82 \$75.38
Dennis Heuer	04/23/2012	11697	\$656.67	Ballfield Maintenance/Mowing/Tax	No	100-43006-300 100-43009-300 805-43009-300	\$99.00 \$336.37 \$221.30
Swanson Haskamp Consulting	04/23/2012	11698	\$487.50	Planning	No	100-41209-300 809-49310-430	\$438.75 \$48.75
Croix Valley Inspector	04/23/2012	11699	\$3,131.29	Building Inspector	No	100-42004-300	\$3,131.29
Kline Bros Excavating	04/23/2012	11700	\$8,862.68	Road Maintenance	No	100-43101-300 100-43111-300 100-43126-300	\$7,385.00 \$783.93 \$693.75
Brochman Blacktopping Co.	04/23/2012	11701	\$26,197.00	Roads/Pothole Repair	No	100-43109-300	\$26,197.00
Washington County Assessment/Tax	04/23/2012	11702	\$145.00	Special Assessment/Billing	No	100-41208-300	\$145.00
Waste Management	04/23/2012	11703	\$4,347.38	Recycling	No	100-43011-384	\$4,347.38
Press Publications	04/23/2012	11704	\$84.20	Publication	No	100-41308-300	\$84.20
Washington County Transportation	04/23/2012	11705	\$961.09	Snow and Ice Control	No	100-43113-210	\$961.09
CenturyLink	04/23/2012	11706	\$160.50	City Phone	No	100-41309-321	\$160.50
Econo Signs	04/23/2012	11707	\$476.96	Road signs	No	100-43110-210	\$476.96
Maroney's	04/23/2012	11708	\$77.25	Roadside Garbage/Clean Up Day	No	100-43105-384	\$77.25
Trade Press	04/23/2012	11709	\$37.41	Parking Permits	No	100-41306-210	\$37.41
Concord Printing	04/23/2012	11710	\$1,287.18	Spring Newsletter	No	100-41307-350	\$1,287.18
Department of Labor & Industry	04/23/2012	11711	\$258.87	Conf#13860163060	No	100-42005-520	\$258.87
On Site Sanitation	04/23/2012	11712	\$149.63	January	No	100-43007-210	\$149.63
League of Minnesota Cities	04/23/2012	11713	\$295.00	Conference	No		

Disbursements List

City of Grant

Vendor	Date	Check #	Total	Description	Void	Account #	Detail
Washington County Assessment Tax	04/23/2012	11714	\$35.00	Tax Levy	No	100-41305-300	\$295.00
Washington County Department of Pro	04/23/2012	11715	\$2,428.00	2012 Property Taxes	No	100-41208-300	\$35.00
Ken Ronnan	04/23/2012	11716	\$109.25	Video Services	No	100-43008-510	\$2,428.00
Tood Bergmann	04/23/2012	11717	\$310.50	Escrow Refund	No	100-41318-300	\$109.25
Brian Sowada	04/23/2012	11718	\$413.75	55082	No	836-49310-300	\$310.50
WSB & Associates	04/23/2012	11719	\$2,046.00	Engineering Jan/Feb	No	835-49310-300	\$413.75
Petty Cash	04/23/2012	11720	\$200.00	Office Supplies/Postage	No	100-41203-300	\$1,016.50
Eckberg Lammers	04/23/2012	11721	\$3,844.96	Legal Services	No	100-43125-300	\$39.50
PERA	04/23/2012	11722	\$468.72	PERA	No	809-49310-300	\$891.00
IRS	04/23/2012	EFT22	\$792.13	Payroll Taxes - December	No	100-41102-120	\$99.00
						100-41113-100	\$100.00
						100-41103-100	\$1,958.09
						100-41107-100	\$303.80
						100-41110-100	\$1,542.57
						100-41112-100	\$40.50
							\$251.72
							\$217.00
							\$265.60
							\$330.37
							\$145.82
							\$50.34
Total For Selected Checks			\$63,047.18				\$63,047.18

Brochman Blacktopping Co.

12770 Mckusick Rd.
Stillwater, Mn. 55082

Date 4/18/2012
Invoice # 1996

Bill To
City Of Grant
111 Wildwood Rd.
Po. Box. 577
Willernie, MN 55090

Terms Due on receipt Due Date 4/18/2012

Item	Description	Qty	Price	Amount
asphalt mix	7 tons x \$ 68.00 =	1	476.00	476.00
Man hours	33.50 x \$45.00 =	1	1,507.50	1,507.50
Truck	Hours. 9 1/2 x \$25.00 =	1	237.50	237.50
Roller	Hours. 6.5 x \$25.00 =	1	162.50	162.50
bobcat work	Hours. 6.5 x \$25.00 =	1	162.50	162.50
Tack	Gallons. 20 x \$3.00 =	1	60.00	60.00
Joliet Ave. No. & Justen Tr.No. 03/28/12 Pot hole patching: Total cost: \$2,606.00				
asphalt mix	9 tons x \$68.00 =	1	612.00	612.00
Man hours	30 x \$45.00 =	1	1,350.00	1,350.00
Truck	Hours. 9 x \$25.00 =	1	225.00	225.00
Roller	Hours. 6 x \$25.00 =	1	150.00	150.00
bobcat work	Hours. 6 x \$25.00 =	1	150.00	150.00
Tack	Gallons. 10 x \$3.00 =	1	30.00	30.00
04/04/12 60th St. Lane, Kelvin Ave., Keswick Ave., 61st. St. Lane. Pot hole patching: Total cost: \$2,517.00				
asphalt mix	18 tons. x \$68.00 =	1	1,224.00	1,224.00
Man hours	86.50 x \$45.00=	1	3,892.50	3,892.50
Truck	Hours. 25 x \$25.00=	1	625.00	625.00

Thank you! for your business.

Subtotal
Sales Tax (0.0%)
Total
Payments/Credits
Balance Due

brochmanpaving@msn.com

651-439-5379
Fax 651-439-5379

Brochman Blacktopping Co.
 12770 Mckusick Rd.
 Stillwater, Mn. 55082

Date 4/18/2012
 Invoice # 1996

Bill To

City Of Grant
 111 Wildwood Rd.
 Po. Box. 577
 Willernie, MN 55090

Terms Due on receipt Due Date 4/18/2012

Item	Description	Qty	Price	Amount
Roller	Hours. 16.50 x \$25.00=	1	412.50	412.50
bobcat work	Hours. 16.50=	1	412.50	412.50
Tack	Gallons. 50 x \$3.00=	1	150.00	150.00
03/23/12,03/28/12,04/03/12 Justen Trl. No,101th St., Jody Ave., Jody Ct., 103rd St., Juno Ave. No,96th St. Pot hole patching: Total cost: \$6,716.50				
asphalt mix	19 tons. x \$68.00=	1	1,292.00	1,292.00
Man hours	60.50 x \$45.00=	1	2,722.50	2,722.50
Truck	Hours.20 x \$25.00=	1	500.00	500.00
Roller	Hours. 12 x \$25.00=	1	300.00	300.00
bobcat work	Hours. 14 x \$25.00=	1	350.00	350.00
Tack	Gallons. \$3.00=	1	90.00	90.00
03/30/12,04/17/12, 65th St. off Jasmine Ct., 65th St. off Keats Ave. No., Keats Ave. No, 67th St., 67th St. Lane, 62nd St. No. Pot hole patching: Total cost: \$5,254.50				
asphalt mix	13 tons. x \$68.00=	1	884.00	884.00
Man hours	30 x \$45.00=	1	1,350.00	1,350.00
Truck	Hours. 9 x \$25.00=	1	225.00	225.00
Roller	Hours. 6 x \$25.00=	1	150.00	150.00

Thank you! for your business.

Subtotal

Sales Tax (0.0%)

Total

Payments/Credits

Balance Due

brochmanpaving@msn.com

651-439-5379
 Fax 651-439-5379

Brochman Blacktopping Co.

12770 Mckusick Rd.
Stillwater, Mn. 55082

Date 4/18/2012
Invoice # 1996

Bill To

City Of Grant
111 Wildwood Rd.
Po. Box. 577
Willernie, MN 55090

Terms Due on receipt Due Date 4/18/2012

Item	Description	Qty	Price	Amount
bobcat work	Hours. 6 x \$25.00=	1	150.00	150.00
Tack	Gallons. 25 x \$3.00=	1	75.00	75.00
	04/02/12 Leeward Ave. No., 79th St. Pot hole patching: Total cost: \$ 2,834.00			
asphalt mix	15.50 tons. x \$68.00=	1	1,054.00	1,054.00
Man hours	30 x \$45.00=	1	1,350.00	1,350.00
Truck	Hours. 10 x \$25.00=	1	250.00	250.00
Roller	Hours. 6 x \$25.00=	1	150.00	150.00
bobcat work	Hours. 6 x \$25.00=	1	150.00	150.00
Tack	Gallons. 35 x \$3.00=	1	105.00	105.00
	04/11/12 Jamaica Ave., South of County Rd. 12# pot hole patching: Total cost: \$3,059.00			
asphalt mix	10 tons. x \$68.00=	1	680.00	680.00
Man hours	38 x \$45.00=	1	1,710.00	1,710.00
Truck	Hours. 11 x \$25.00=	1	275.00	275.00
Roller	Hours. 10 x \$25.00=	1	250.00	250.00
bobcat work	Hours. 10 x \$25.00=	1	250.00	250.00
Tack	Gallons. 15 x \$3.00=	1	45.00	45.00

Thank you! for your business.

Subtotal

Sales Tax (0.0%)

Total

Payments/Credits

Balance Due

brochmanpaving@msn.com

651-439-5379
Fax 651-439-5379

Brochman Blacktopping Co.

12770 Mckusick Rd.
Stillwater, Mn. 55082

Date 4/18/2012
Invoice # 1996

Bill To

City Of Grant
111 Wildwood Rd.
Po. Box. 577
Willernie, MN 55090

Terms Due on receipt

Due Date 4/18/2012

Item	Description	Qty	Price	Amount
	04/09/12,04/12/12 Grenelefe Ave.No.,Great Oak Tr. No, Hidden Glade Ave. No. Pot hole patching: Total cost: \$3,210.00			

Thank you! for your business.

Subtotal	\$26,197.00
Sales Tax (0.0%)	\$0.00
Total	\$26,197.00
Payments/Credits	\$0.00
Balance Due	\$26,197.00

brochmanpaving@msn.com

651-439-5379
Fax 651-439-5379

SARAH L. OISTAD
ATTORNEY AT LAW

April 13, 2012

VIA FACSIMILE 651-429-1998
VIA EMAIL clerk@cityofgrant.com
VIA First Class Mail

City Council
City of Grant
P.O. Box 577
Willernia, MN 55090

RE: Request for approval of Camp Odayin's Application for Exempt Permit

Dear City Council,

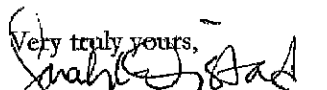
On behalf of Camp Odayin, I am respectfully requesting that the City of Grant consider for approval at the May 1st, 2012 City Council meeting the Application for Exempt Permit that will be submitted by Camp Odayin to the Minnesota Gambling Control Board.

Camp Odayin is a nonprofit organization that provides a residential camping experience for young people with heart disease. Camp Odayin will be held during four weeks this summer at Camp Knutson in Minnesota. The only charge for a camper to attend is a \$25 registration fee. Camp Odayin also conducts a week-long day camp in West St. Paul for children ages 6-7 as well as a weekend family camp.

On behalf of Camp Odayin, a volunteer committee has organized the 11th annual Whole Heart Golf Tournament to be held at Indian Hills on Monday June 18, 2012. With the City of Grant's approval, Camp Odayin intends to conduct a raffle during the event.

The application along with a stamp addressed envelope will be forwarded to the City of Grant. Please sign in the upper left corner of page two under the city authorization. Once the application has been signed, please mail the application to Sara Meslow using the envelope provided.

If you have any questions or concerns, please contact me at 952-401-0681. Thank you for your time and attention to this matter.

Very truly yours,

Sarah L. Oistad
Attorney at Law

cc: Sara Meslow, Camp Odayin

Minnesota Lawful Gambling

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

Application fee	
If application postmarked or received:	
less than 30 days before the event \$100	more than 30 days before the event \$50

ORGANIZATION INFORMATION		Check# _____ \$ _____	
Organization name Camp Odayin		Previous gambling permit number X-33603-07-001	
Minnesota tax ID number, if any		Federal employer ID number, if any 41-201458	
Type of nonprofit organization. Check one.			
<input type="checkbox"/> Fraternal		<input type="checkbox"/> Religious	
<input type="checkbox"/> Veterans		<input checked="" type="checkbox"/> Other nonprofit organization	
Mailing address PO Box 2068		City Stillwater	State Zip Code County MN 55082 Washington
Name of chief executive officer (CEO) Sara Meslow		Daytime phone number 651-351-91851	Email address sara@campodayin.org
Attach a copy of ONE of the following for proof of nonprofit status.			
Do not attach a sales tax exempt status or federal employer ID number as they are not proof of nonprofit status.			
<input type="checkbox"/> Nonprofit Articles of Incorporation OR a current Certificate of Good Standing . Don't have a copy? This certificate must be obtained each year from: Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803			
<input checked="" type="checkbox"/> IRS income tax exemption [501(c)] letter in your organization's name. Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS at 877-829-5500.			
<input type="checkbox"/> IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter) If your organization falls under a parent organization, attach copies of both of the following: a. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and b. the charter or letter from your parent organization recognizing your organization as a subordinate.			
GAMBLING PREMISES INFORMATION			
Name of premises where the gambling event will be conducted. For raffles, list the site where the drawing will take place. Indian Hills			
Address (do not use PO box) 6667 Keats Ave		City or township Grant	Zip Code County 55082 Washington
Date(s) of activity (for raffles, indicate the date of the drawing) June 18, 2012			
Check the box or boxes that indicate the type of gambling activity your organization will conduct:			
Bingo*	<input checked="" type="checkbox"/> Raffles	Paddlewheels*	Pull-Tabs* Tipboards*
<p>* Gambling equipment for pull-tabs, bingo paper, tipboards, and paddlewheels must be obtained from a distributor licensed by the Gambling Control Board. EXCEPTION: Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo.</p> <p>To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors, or call 651-639-4000.</p>			

RESOLUTION 2012-05

APPROVING MINNESOTA PREMISES PERMIT
FOR GAMBLING FOR GAVAN L.L.C. D/B/A BIG T WINDY ACRES

WHEREAS, Gavan L.L.C, d/b/a Big T Windy Acres has submitted an application to the City of Grant requesting City approval of a Minnesota Gambling Premises Permit application located at 11154 60th Street North, Grant, Minnesota 55082; and

WHEREAS, it has been demonstrated that the organization will collect gambling monies for lawful purposes; and

NOW THEREFORE, BE IT RESOLVED, that the City of Grant does hereby approve the gambling license for the year 2012 for the premises located at 11154 60th Street North, Grant, Minnesota 55082 as requested by Gavan L.L.C. d/b/a Big T Windy Acres. The City Clerk is directed to attach a copy of this Resolution to the application to be submitted to the Gambling Control Board.

Adopted by the City Council for the City of Grant this 1st day of May, 2012.

Tom Carr, Mayor

Attest:

Kim Points, Clerk



Memorandum

To: *Honorable Mayor and City Council, City of Grant
Kim Points, City of Grant*

From: *Phil Olson, PE, City Engineer
WSB & Associates, Inc.*

Date: *April 24, 2012*

Re: *May Staff Report - Engineering*

A. Agenda Items

- i. **Mahtomedi Elementary School:** Site grading and utility construction is now in progress. Below is an update on the status of the site grading and landscaping installation.

Site Grading: At the last Council meeting, a question was asked about the height of the building pad and if the new grading matched the approved plan.

Staff has been inspecting the construction and it appears that the current grading is consistent with the grading plan. The building pad is roughly within one foot of the final elevation however more grading work is still needed in other areas of the property. A certified as-built grading plan with survey elevations will also be required at the end of the project.

Landscaping Plan Meeting: The school has now finalized the landscaping plan by the coordinating with adjacent property owners. This is a requirement of the CUP.

On April 4, 2012, a letter from the school district was mailed to the impacted property owners as an invitation to view staked tree locations on the site. A final meeting was then held on April 18, 2012. Nine trees were moved from the plan location to provide better screening. A copy of the final tree plan has been attached for reference.

Following the landscaping plan meeting, tree installation was scheduled to occur within a week in areas where grading has been finalized. Landscaping in other areas of the site are planned to be installed as construction is completed.

Action: None.

ii. **Staff Report/Council Update:**

- a. **Grading Permit Review:** This item was tabled at the Planning Commission meeting on April 23, 2012. Prior to the next meeting, members of the Planning Commission plan to make contact with the watershed districts to discuss a joint agency grading permit. This item is scheduled for discussion at the next Planning Commission meeting on May 21, 2012.
- b. **Seal Coat Plan:** This item was discussed at the Planning Commission meeting on April 23, 2012. The Planning Commission recommended that the City's roads be reviewed during a road tour before finalizing the seal coat plan. It was recommended that one representative from the City Council, Planning Commission, engineering and Astech Corp attends the road tour. Astech Corp completed crack filling for the City in 2011 and they also bid on seal coat work.
- c. **Sign Inventory Web Map:** The sign inventory web map was emailed to Council on April 17, 2012. This application contains the sign inventory information and has basic mapping capabilities to assist with the sign replacement project. More complex programs are available for future upgrades if there is a need for additional information or more mapping functionality.

If you have any questions, please contact me at 763-512-5245.



JOHNSON CONTROLS, INC.
 PROFESSIONAL SERVICES GROUP
 2606 FERNBROOK LANE NORTH, SUITE 1
 FLYMOUTH, MN 55447
 Tel: 763-556-7660

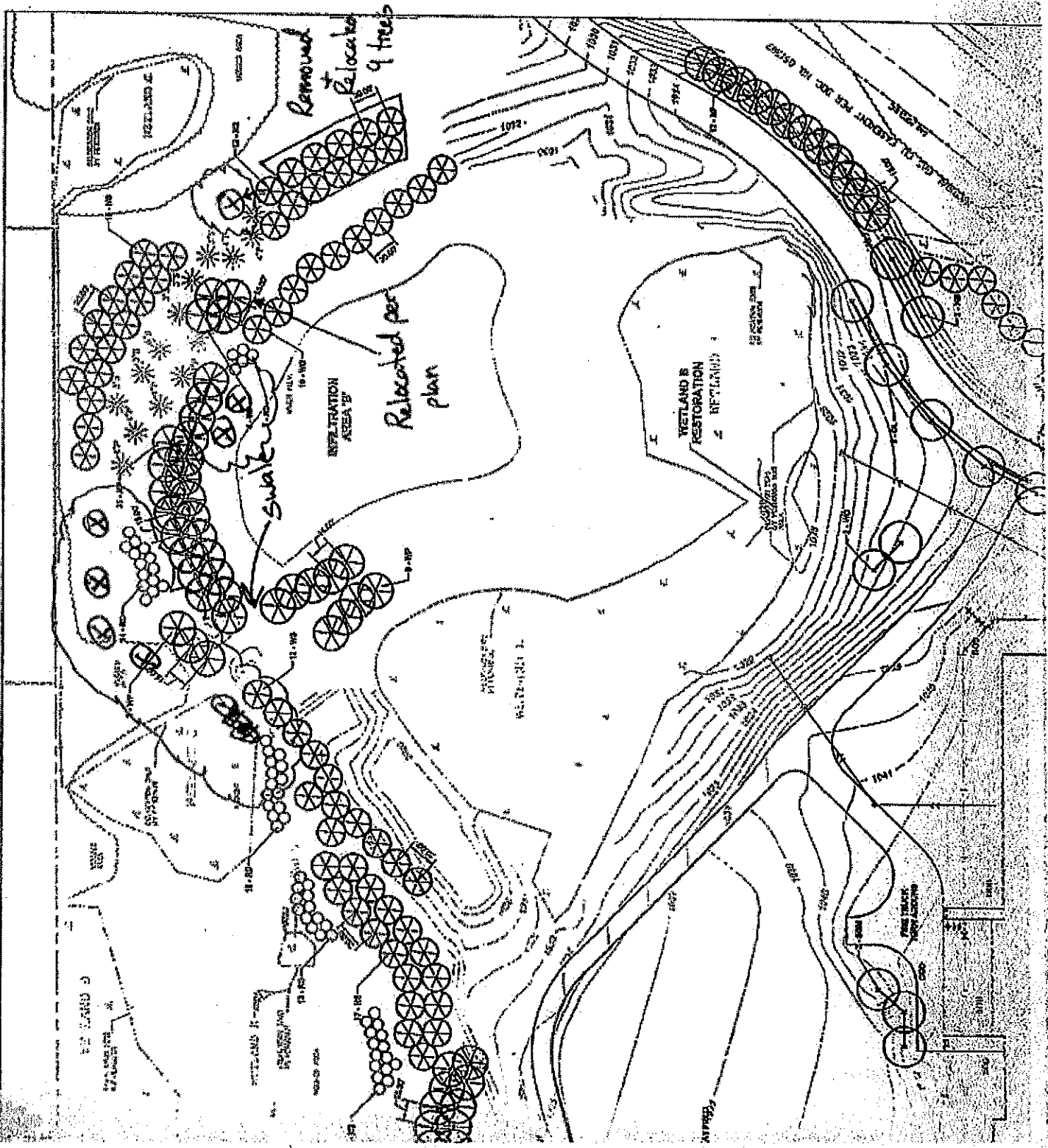
THE DESIGN IS SUBJECT TO APPROVAL BY THE
 COMPETENT LOCAL, STATE, FEDERAL AND
 OTHER AGENCIES.



ANDERSON - JOHNSON
 ASSOCIATES, INC.

ARCHITECTURE • INTERIOR DESIGN • LANDSCAPE ARCHITECTURE
 1777 EXETER AVENUE, SUITE 200
 FARMINGTON, MN 55025
 612-835-1111

**MAHTOMEDI PUBLIC SCHOOLS
 ISD 832
 NEW ELEMENTARY
 SITEWORK, TENNIS
 COURTS AND
 STADIUM
 RECONSTRUCTION**
 COUNTY ROAD 12
 GRANT, MN 55115





Memorandum

To: City of Grant Honorable Mayor and Council

From: Paul Hornby

Date: April 24, 2012

Re: An Ordinance Amending Chapter 32, Article III, Section 32-249(a), of the Zoning Code

WSB Project No. 1936-230

At the meeting of the Planning Commission on April 23, 2012, the Commission considered the proposed amendment to Chapter 32, Article III, Section 32-249 (a) of the Zoning Code, at the request of the City Council. The requested action of the Council was to review a proposed amendment exempting emergency siren poles from the height restriction in Section 32-249 (a).

The Planning Commission reviewed the proposed amendment, discussed the amendment, and opened the public hearing to citizens in attendance. Two citizens provided favorable comments for the proposed amendment after which the public hearing was closed.

The Planning Commission voted unanimously to recommend approval of the amendment to Chapter 32, Article III, Section 32-249 (a) of the Zoning Code, to the City Council.

Enclosed is a copy of the staff report to the Planning Commission for your use in consideration of the amendment to the ordinance.



Memorandum

To: City of Grant Planning Commission

From: Paul Hornby

Date: April 13, 2012

Re: An Ordinance Amending Chapter 32, Article III, Section 32-249(a), of the Zoning Code

WSB Project No. 1936-230

Background

At the regularly scheduled meeting of the City Council on April 3, 2012, the Council unanimously approved a motion to have the Planning Commission review and make recommendation to the Council regarding an amendment to Chapter 32, Article III, Section 32-249 (a) of the Zoning Code. The requested action of the Council is to review an amendment exempting emergency siren poles from the height restriction in Section 32-249 (a).

Chapter 32, Article II, Section 32-116 provides that amendments to the Zoning Code that are not initiated by the Planning Commission shall be referred to the Planning Commission for study, report, and may not be acted upon by the City Council until the amendment has received the recommendation of the Planning Commission.

Proposed Zoning Code Amendment

The amendment to Chapter 32, Article III, Section 32-249 (a) of the Zoning Code proposed to add "Government Emergency Management Systems" as an exemption to the maximum height restriction. Chapter 32, Article III, Section 32-249 (a) of the Zoning Code currently provides a maximum permitted structure height of thirty-five (35) feet, with specific exemptions.

Requested Action

The requested action of the Grant City Council is to consider the amendment to the Zoning Code to exempt emergency siren poles from the permitted structure maximum height of thirty-five (35) feet.

The enclosed Exhibit A provides a draft Ordinance amending Chapter 32, Article III, Section 32-249 (a), including findings for Planning Commission review, report and recommendation for potential action by the Council at the regularly scheduled meeting on May 1, 2012.

EXHIBIT "A"

**SUBJECT TO REVIEW AND REVISIONS BY THE PLANNING COMMISSION
AND CITY COUNCIL**

CITY OF GRANT
WASHINGTON COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 32, ARTICLE III, SECTION 32-249 (a),
OF THE ZONING CODE OF THE CITY OF GRANT PERTAINING TO HEIGHT OF
PERMITTED STRUCTURES

THE CITY COUNCIL OF THE CITY OF GRANT ORDAINS AS FOLLOWS:

Section One. Ordinance Amendment. Chapter 32, Article III, Section 32-249 (a) of the Zoning Code of the City of Grant pertaining to Height of permitted structures is hereby amended as follows. The underlined text shows the additions.

Section 32-249 Height.

- (a) No structure shall exceed 35 feet in height, including church spires, belfries, cupolas and domes, monuments, chimneys and smokestacks, flagpoles, public facilities, transmission towers of private radio broadcasting stations, and television antennas; except barns, silos, and other farm structures, utility transmission services and transmission towers of commercial broadcasting stations and government emergency management systems.

Section Two. Findings. In amending Chapter 32, Article III, Section 32-249 (a) of the City of Grant Zoning Ordinance pertaining to Height of permitted structures, the City Council has found that the amendment is required for the public good, is in the interest of public health, safety, and welfare, and is compatible with the City's Comprehensive Plan.

Section Three. Effective Date. This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the _____ day of _____, 2012.

CITY OF GRANT

By:

Mayor's Name
Its Mayor

EXHIBIT "A"

Attest:

By: _____
Clerk's name
City Clerk

(Published in the *Name of Official Paper* on _____, 2012)

**CITY OF GRANT
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION NO. 2012-04

A RESOLUTION OF THE CITY OF GRANT, WASHINGTON COUNTY, MINNESOTA, PROVIDING FOR THE SUMMARY PUBLICATION OF ORDINANCE NO. 2012-27, CHAPTER 32, Article III, SECTION 32-249 (a), OF THE ZONING CODE TO ADD “GOVERNMENT EMERGENCY MANAGEMENT SYSTEMS” AS AN EXEMPTION TO THE MAXIMUM HEIGHT RESTRICTION.

WHEREAS, On May 1, 2012, at a Regular Meeting of the Grant City Council, by majority vote, the City Council adopted Ordinance No. 2012-27, amending Chapter 32, Article III, Section 32-249 (a); and

WHEREAS, State law requires that all ordinances adopted be published prior to becoming effective; and

WHEREAS, the City Council for the City of Grant has determined that publication of the title and a summary of Ordinance No. 2012-27 would clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, the City Council for the City of Grant has reviewed the summary of Ordinance No. 2012-27 attached and incorporated herein as **Exhibit A**; and

WHEREAS, the City Council for the City of Grant has determined that the text of the summary clearly informs the public of the intent and effect of Ordinance No. 2012-27.

NOW THEREFORE BE IT RESOLVED, the City Council for the City of Grant hereby:

1. Approves the text of the summary of Ordinance No. 2012-27 attached as **Exhibit A**.
2. Directs the City Clerk to post a copy of the entire text of Ordinance No. 2012-27 in all public locations designated by the City Council.
3. Directs the City Clerk to publish the summary in the City’s legal newspaper within ten days.
4. Directs the City Clerk to file the executed Ordinance upon the books and records of the City along with proof of publication.

Dated this 1st day of May, 2012.

Tom Carr, Mayor

ATTEST:

Kim Points, City Clerk

Ordinance Summary

Ordinance No. 2012-07

AN ORDINANCE AMENDING THE GRANT CODE OF ORDINANCES CHAPTER 32, Article III, SECTION 32-249 (a), OF THE ZONING CODE TO ADD "GOVERNMENT EMERGENCY MANAGEMENT SYSTEMS" AS AN EXEMPTION TO THE MAXIMUM HEIGHT RESTRICTION.

On May 1, 2012, the City of Grant adopted an ordinance amending the original ordinance relating to the composition and duties of the Commission.

A printed copy of the Ordinance is available for inspection by any person during regular office hours at the office of the City Clerk or by standard or electronic mail.

Tom Carr, Mayor

Attest:

Kim Points, Clerk

City Council Report for April 2012

To: Honorable Mayor & City Council Members

From: Jack Kramer Building & Code Enforcement Official

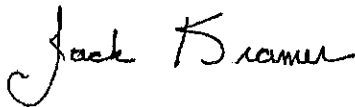
Zoning Enforcement :

1. No new violations noted.

Building Permit Activity:

1. 13 Thirteen building permits were issued for this time period with a total valuation of \$ 197,191.84

Respectfully submitted,

A handwritten signature in cursive script that reads "Jack Kramer".

Jack Kramer

Building & Code Enforcement Official

CITY OF GRANT
REQUEST FOR PROPOSALS
Planning Services
April 13, 2012

The City of Grant is soliciting proposals for Planning Services. The City will consider proposals for providing all Planning Services within the City. The successful applicant(s) will possess sufficient resources to ensure that the demands for the City's Planning needs will be met on a timely basis. The relationship will be on a consulting or contractual basis, and will not include employment with the City.

Included in this RFP are Community History, Request for Proposal Notice, Scope of General Planning Services, Conditions and Stipulations, and Overview of Proposal Evaluation and Contract Award.

COMMUNITY/POSITION HISTORY

The City of Grant is located directly west of the City of Stillwater in the heart of Washington County. Its population is approximately 4,219.

The City of Grant was incorporated in 1996. The City of Grant is a Statutory Plan A form of government providing a weak Mayor/Council. The Mayor and Council Members are elected at-large and the Mayor and Council are elected for a term of 4 years.

The City Council is the final review and approval authority regarding all contracts, payments, plans, improvements, policies, procedures, and other business of the city, but the administrative duties are delegated to the City Clerk, Attorney, Treasurer and Planner. The clerk puts together the City Council agenda. The City Council implements council direction through its contractors which include police, fire, public works & parks, accounting (audit) and legal.

SECTION ONE: REQUEST FOR PROPOSAL NOTICE

Notice is hereby given that the City of Grant will accept proposals for a City Planner until June 1, 2012.

All proposals (ten copies) shall be clearly identified as City of Grant Planning Services Proposal and will be submitted to the City at the following address:

City of Grant
P.O. Box 577
Willernie, MN 55090

Inquiries, clarification, or requests for proposal by electronic mail should be directed by telephone or e-mail to the following City contact:

Kim Points
City Clerk
651-426-3383
clerk@cityofgrant.com

SECTION TWO: SCOPE OF GENERAL PLANNING SERVICES

GENERAL DUTY STATEMENT:

Performs professional services in coordinating and developing plans and programs for the use of land in the City, as directed by the City Council. Serves as staff to the Planning Commission, researches and writes zoning

staff reports and recommendations. Responsible for all City applications including but not limited to variance requests, conditional use permits and subdivisions. Collects and organizes data and information, utilizes GIS maps, and presents recommendations on various planning topics. Participates in policy analysis and development of alternative policy proposals for comprehensive planning and land use regulations. Writes plans and reports and makes public presentations on planning work within the city. Conducts assignments within ethical guidelines of the City planning profession. Performs other related duties and responsibilities as required.

TYPICAL DUTIES PERFORMED:

Plans, organizes, coordinates and directs the activities of all the City's planning.

Plans, organizes and coordinates the City's planning program, including the Comprehensive Plan and Subdivision Ordinance.

Coordinates and directs site specific project planning activities including neighborhood and area plans and plats; prepares and develops agreements regarding plats and subdivisions.

Represents the City in meetings involving planning issues; contacts that may include adjacent communities, Washington County, Watershed Districts, Metropolitan Council, State of Minnesota and Federal Government.

Provides leadership in identifying and responding to long range planning issues.

Prepares and presents planning issues to the Planning Commission and City Council.

Provides assistance on City policies, activities and procedures.

Prepares and recommends an annual budget for planning operations and monitors adopted budget.

ADDITIONAL DUTIES TO INCLUDE BUT NOT LIMITED TO:

- *Comprehensive Plan Amendment review for adjacent communities
- *Ordinance review, clarification, recommendation
- *Pre-application services to include determination of application
- *Resident inquiries as directed by City Clerk
- *Update of Code Book
- *Draft resolutions applicable to various City applications
- *Attend Planning Commission and City Council meetings as requested

REQUIREMENTS:

A Bachelor's Degree in Urban Planning or a closely related field and two years' experience as a City Planner.

Demonstrates an understanding of the basic principles, terms, procedures and practices of urban planning, including familiarity with land use analysis and regulations, demographic and geographic analysis, environmental review, urban design, housing and budgeting.

Demonstrates an ability to clarify planning problems and apply research techniques, information systems, City policies and applicable regulations and laws to recommend a course of action to address such problems.

Demonstrates an ability to identify basic risk and liability issues and resolve routine issues.

Demonstrates an ability to work independently and meeting all application deadlines including City billing procedures.

SECTION THREE: CONDITIONS AND STIPULATIONS:

Proposals will be evaluated and qualified candidates will be interviewed at the July 7, 2012 City Council meeting. The City reserves the right to reject any or all proposals, waive formalities, negotiate terms and conditions, and to select the candidate and services options that best meet the needs of the City.

During the evaluation process, the City of Grant reserves the right, where it may serve the City of Grant best interest, to request additional information or clarifications from vendors, or to allow corrections of errors or omissions. At the discretion of the City of Grant, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Identify in your proposal the amount you or your firm proposes to charge for services and regular and special meeting fees. For hourly fees, please identify the hourly rate of each planner and (any) support personnel. Identify the minimum increment of time billed for each service, e.g. phone calls, correspondence, personal conference.

Please provide that billing information for a period of three years.

Also state separately the rate for any other cost items proposed to be itemized and billed (i.e. photocopying, mileage, overhead factor, etc.).

The City requires detailed monthly billing statements that shall include but are not limited to the following items:

- a. Itemize the date of services
- b. Identify the planner and/or support personnel providing the services.
- c. List the time spent for each service or activity by tenths of an hour.
- d. Provide a detailed description of the services performed.
- e. State the fees for those services.
- f. Organize billing for general corporate work by department, type of services, and/or project.
- g. Itemize all associated costs and expenses related to the services performed.

TO INCLUDE IN THE PROPOSAL:

- Indicate whether you or your firm currently represents, or has represented any client where representation may conflict with your ability to serve as City Planner for the City of Grant.
- Indicate if you or your firm currently represents any real estate developers doing business with, or anticipating doing business with, the City of Grant.
- Indicate whether you or your firm currently represent any other local units of government having jurisdiction within, or contiguous to the City of Grant.
- Indicate what procedures you or your firm would utilize to identify and resolve conflicts of interest.

SECTION FOUR: OVERVIEW OF PROPOSAL EVALUATION AND CONTRACT AWARD

The City intends to award a contract to the proposer(s) best qualified to perform the work for the City, cost and other factors considered.

Proposals will be evaluated and qualified candidates will be interviewed at the July 7, 2012 City Council meeting. The City reserves the right to reject any or all proposals, waive formalities, negotiate terms and conditions, and to select the candidate and services options that best meet the needs of the City.